

### **Hubzone Questions:**

1. Please clarify if the rates to be filed in the response to this solicitation should or should NOT include FCCOM. Note: para. 1, on p.2/6, Sect. B says: rates shall include FCCOM ...yet para. 2, line 6, Sect. B says the rates s/b exclusive of FCCOM. Which prevails?  
**See Amendment 03.**

2. Section J, Attachment 1, Paragraph 1.1 (Page 1)  
Section L, Paragraph 3.1.2.2 (Page 18)  
Section L, Paragraph 3.6.1 (Pages 23 and 24)

There appears to be a discrepancy between the page limitation in Section L and Attachment 1 section J. Can you please clarify?

Section L states that the cost proposal for the sample project shall be limited to 3 pages, including assumptions, and is included in the 50 page limit (page 12)

Section J states that the proposal spreadsheet developed by the contractor shall be no longer than three pages, and the schedule no longer than one page (equaling a total of 4 pages, with no reference to narrative text for assumptions, or explanation and justification of fee/profit calculation that is required in Section L, page 24)

**See Amendment 03.**

3. Section J (page 1) refers to a one-page schedule. Can you please clarify what is meant by schedule? Is this a schedule of fees/costs or a project execution schedule (Gantt chart)?

**The project execution schedule**

4. We assume that the spreadsheet that you are referring to is Table J-1, provided in the sample project. Is this correct?

**Yes, the spreadsheet that is referred to in Section J Attachment 1, the sample project, is included on Page 3 of 3, in Section J, Attachment 1.**

5. Is the District expecting any narrative, other than that required on pages 23/24 of Section L (assumptions and explanation/justification of fee/profit)? This question is based on Section J, Paragraph 1.1 (Page 1) that states "Factors evaluated by the government will include reasonableness of the number of personnel selected for the work, their qualifications, and anticipated time to complete investigation activities."

**Additional information is permitted, but not required.**

6. Section L requires submission of resumes for a Senior Chemist. Yet in figure 5.1.1 hourly labor rates does not require a labor rate for a Senior chemist. Does this mean that a Senior Chemist will not be required for firm fixed price task orders?

**See Amendment 03.**

7. Do you propose to take any action on our previous request for an extension of the due date and increase in the page count?

**See amendment 02 for the extension of proposal due date. The current intention of the government is to have the page limitation of 50 pages to remain unchanged.**

8. Can a non HUBZone firm be a sub contractor on proposals for such solicitations?

**Yes, but the prime contractor has to perform according to FAR 52.219-14 located in Section I.**

9. In reference to DACA45-03-R-0020 'Sample Project Scope of Work'. The volume of material is described as 30 cubic yards in place. However, what assumptions should be used for the lateral and depth dimensions.  
**See Amendment 03.**
10. Will a single submittal be considered for both contracts or should two packages be submitted?  
**No, single submittal will not be considered for both contracts. A separate proposal must be submitted for each solicitation.**
11. **L.3.1.1, Volume I Section I, Tab 1.** The RFP requests that we present between 3 and 5 completed projects in this section. Is the offeror required to use the Previous Experience Form in Section J, Attachment 4? Can we use a variation of the form without changing the requested information (content) on the form?  
**Attachment 4 may be used as a guide. The offeror shall provide all of the information requested on the attachments.**
12. 26. Section L, Volume I, Section II, Tab I 3.2.1.1 - Do the past performance survey forms and previous experience forms have to utilize the provided format or assuming other format requirements are met (font size etc.), can the forms be in another format if all required information is presented?
- See Question #11 above.**
13. **L.3.1.2, Volume I, Section I, Tab 2.** Do the key personnel (Program Manager, CQC Supervisor, CIH, Contracts Manager) need to be prime contractor employees? Can they be subcontractor employees?  
**The Key Personnel do not have to be employed by the prime contractor. All resumes shall clearly identify employees of the offeror versus subcontractor employees. Please see Section L.3.1.2.1-Key Management Personnel.**
14. 16. L.3.1.2.1, Key Management Personnel - Do the Key Personnel (Program Manager, CQC Supervisor, CIH, and Contracts Manager need to be employees of the Prime HubZone Contractor?  
**See Question #12 above.**
15. 18. L.3.1.2.2, Other Key Personnel. Do the "Other Key Personnel" need to be employees of the Prime HubZone Contractor?  
**See Question #12 above.**
16. **L.3.1.3, Organizational Structure. Team Project Experience.** The RFP requests that we include a brief list of the projects which have been executed under this organizational structure/team and the length of time the sub-organization(s), not owned by the offeror, has been a part of the organizational structure (or the team). Since many HubZones are small and relatively new, may the offeror include experience of the Prime contractor personnel with members of team subcontractor personnel?  
**The Government intends to evaluate the current organizational structure of the proposed team in accordance with the criteria in Section M.**
17. Is the "length of time" considered to be the length of time that the Prime contractor has had a relationship with the team subcontractors? For instance, the Program Manager for

the prime as worked with personnel from team subcontractors on various projects since 1997. However, they did not work with each other for in 1999 and 2000. Is the "length of time" still considered to be 6 years?

If the proposed organizational structure of the team was in tact from 1997 to the present, then yes it would be considered 6 years.

**18. L.3.2.1, Volume I, Section II, Tab 1.** RFP reads, "The offeror shall provide a narrative of past performance information for each project listed in the offeror's experience in resont to Secitoin L, Paragraph 3.1.1 of this solicitation." Would you like the offeror to present the same "Previous Experience Forms" that will be submitted in **Volume I Section I, Tab 1?**

Volume I, Section I, requires the Previous Experience Form located in Section J, Attachment 4. Volume I, Section II, requires the Owner/Client Survey located in Section J, Attachment 5. Both attachments shall be completed in reference to the same sample projects.

19. Contractor respectfully requests that you consider an extension to the proposal response due date and maximum allowable page count for your solicitations DACA45-03-R-0019 and DACA45-03-R-0020.

The reason for the response due date request centers around the fact that this is the first HUBZone RFP of this type. While we are prepared to be responsive to all of the information required by the RFP, much of the detail required to provide a high quality, responsive proposal must be newly developed. Because HUBZone firms do not have the same proposal development support as do larger, more experienced firms that regularly submit on government RFPs, the additional time would allow for all HUBZone firms to submit quality proposals within the limits of their personnel resources. Therefore, the contractor requests a two week extension of the proposal due date. As a side note, this extension might be of value to the Omaha District Environmental Source Selection folks who already have a heavy workload in evaluating the many proposals already on the street. With regard to the page limit increase, we are most interested in being able to provide a succinct proposal, but at the same time allow enough detail to demonstrate the depth and breadth of our capabilities. We have used the Region 3 Small Business Solicitation, DACA45-03-R-0009, as the basis for our request.

Region 3 Small Business Cost Volume is 20 pages, the HUBZone is 3, a delta of 17 pages. Region 3 maximum number of project examples in Section 1.1 Previous Experience is 10, the HUBZone is 5. Allocating 3 pages per project for Small Business vs. 2 pages per project for HUBZone, and allocating 1 page per project for Section 2.1 Past Performance, and 1 page per project for Section 2.2, Working with Regulators, the delta is 25 pages. The number of resumes required for the Region 3 Small Business versus those for the HUBZone submittal approximates a delta of 11 pages. The remainder of the submittal requirements are the same.

With these comparisons, the total delta is 53 pages. Subtracting 53 from your allocation of 135 for Region 3 Small Business proposal leaves 82 pages. Therefore, the contractor requests an increase to the allowable pages for DACA45-03-R-0019 and DACA45-03-R-0020 to 82 pages.

The current ERS solicitations have different submittal requirements than DACA45-03-R-0019 and DACA45-03-R-0020. Therefore, the page count was changed to reflect the relaxed requirements. The current intention of the government is to have the page limitation of 50 pages to remain unchanged. See amendment 02 for extension of proposal due date.

20. L.3.1.2.2, Other Key Personnel - States, "...the offeror shall provide a resume(s) for the following five(5) other key positions..." The RFP lists 6 key positions ((1) Project Manager; (2) Regulatory Specialist; (3) Safety and Health Officer; (4) Risk Assessor/Toxicologist; (5) Senior Geologist, Hydrogeologist, Geophysicist; and (6) Chemist. Please clarify.

See Amendment 03.

21. L.3.1.1, Previous Experience - HTRW Projects. Do the Previous Experience Forms (Attachment 4 of Section J) need to be included in this section?

Yes.

22. 20. L.3.1.1, Previous Experience - HTRW Projects. Are the Previous Experience Forms (Attachment 4 of Section J) page limited?

The Previous Experience Forms are included in the page limitation.

23. 21. L.3.2.1, Past Performance Project Narrative with Points of Contact. Do the Previous Experience Forms (Attachment 4 of Section J) need to be included in this section?

No, the offeror needs to include a past performance point of contact for each project though. See amendment.

24. 22. L.3.2.1, Past Performance Project Narrative with Points of Contact. Are the Previous Experience Forms (Attachment 4 of Section J) page limited?

The Owner/Client Survey is not included in the page limitation. If the owner/client provides duplicate copies of the Previous Experience Forms, the pages will not be counted again. See L.3.2.1.1.

25. Regarding Volumes I and II for the above referenced RFPs, does the USACE want them in separate binders, or can they be presented in one binder separated by tabs, or either method acceptable?

Separate binders.

26. 24. Volume II, Tab 3 Audit Information - This section requires submittal of a current "audit report/finding/letter and point of contact" form offeror's Federal Government Cognizant Audit Agency, DCAA, or CPA's evaluation that offeror's accounting system has been approved and is adequate for cost-reimbursable contracts. Does the offeror have to have one of these prior to proposal submittal? Can the offeror be in the process of obtaining this audit and complete prior to award of contract and/or initial task order? Can you supply us with a contact at DCAA so that we may initiate the audit process?

See Amendment 03. The offeror can not get a DCAA Audit until the Government initiates a contract.

27. 25. Amendment No. 1 - This amendment includes revised Section H and Standard Form 85P concerning security contract requirements. Do the required security clearances have to be obtained prior to proposal submittal? Again, can the offeror be in the process of obtaining the clearance for appropriate personnel and complete prior to award of contractor and/or task order?

This will be addressed on a Task Order basis after contract award.

28. When do expect to have answers posted?

As soon as possible.

29. Is there a chance of an extension to the due date?

See Amendment 02.

30. Section B, 5.2. "For Cost Reimbursement type task orders, the contractor will use DCAA approved forward pricing rates or CPA audited financial statements establishing cost pools in accordance with FAR Part...." We do not have DCAA approved forward pricing rates; our financials are compiled – but not audited – by an independent accounting firm. Will our financial statements need to be audited prior to award or prior to issuing cost reimbursable task orders?

A DCAA Audit may be requested prior to contract award.

31. Section L, 3.4.3. Volume II, Tab 3- Audit Information, paragraph 1. "The offeror shall provide the current (within the last year) audit report/findings/letter and point of contact with phone number or email address from the offeror's Federal Government Cognizant Audit Agency, Defense Contract Audit Agency (DCAA), or Certified Public Accountant's evaluation that the offeror's accounting system has been approved and is adequate for cost-reimbursable contracts." The contractor underwent a DCAA audit in 2001 and our accounting system was approved. Since then, we have upgraded our system but have had no subsequent audits. The new accounting system (Wind2 FMS) is adequate for cost-reimbursable contracts, and costs are allocated in compliance with FAR Part 31. What specifically does the contractor need to provide regarding a "...Certified Public Accountant's evaluation that the offeror's accounting system has been approved and is adequate for cost-reimbursable contracts?" We note that the contractor internal program analyst responsible for creating our cost pools and corresponding indirect rates is a CPA and has received training related to the segregation of allowable costs into the appropriate pools and other government contract accounting issues.

For evaluations, the primary purpose of reviewing cost accounting information is to ensure the firm's accounting system is in compliance with the Generally Accepted Accounting Principals (GAAP) and Federal Acquisition Regulation (FAR). A DCAA audit will most likely be requested prior to contract award.

32. Section L, 3.4.4.2. "If the offeror does not have a recent audit, the offeror shall provide detailed information showing cost accounts included in each of their cost pools in order to explain all overhead rates, G&A markups, labor burden (fringes), and any other cost pools." The contractor has this information readily available. How does this requirement relate to question above regarding "... a Certified Public Accountant's evaluation that the offeror's accounting system has been approved and is adequate for cost-reimbursable contracts"?

See Amendment 03.

33. **Owner/Client Past Performance Survey Forms.** It is likely that some of the projects that may be included in our response to these solicitations will be identical to some of the projects included in proposals submitted earlier in response to the Environmental Remediation Services solicitations. Also, there may be identical projects submitted in the other ERS HubZone proposal. Would you consider allowing offerors to reference these existing surveys, rather than burdening clients with the task of

completing the survey forms again? Would you also consider excluding the survey forms from the page count and reducing the suggested page limit accordingly?

The offeror may use the same survey form to submit on more than one solicitation. All information requested on the form must be provided. The offeror shall note the applicable solicitation numbers and project numbers.  
See Amendment 03.

34. In accordance with the provisions outlined in Section L, Page 9 of 24 for solicitations DACA45-03-R-0019 and 0020, additional information is required concerning Joint Venture and Limited Liability Corporations. We assume that required "Corporate Agreements" and additional information will be placed in Volume II, Tab 2 and will be excluded from the page count. Is this a correct assumption? If not, please provide clarification as to where the information shall be placed and whether the information is or is not included in the total page count.

Volume II, Tab 2 is excluded from the page count.